

Sending Money, Mail and Property to JCI Inmates

Revised: 11/26/2014

Sending Money – JCI Business Office processes all funds for JCI inmates.

To send a JCI inmate money, it will need to be in the form of a cashier's check or money order, **including the inmate's full name and DOC number**, and sent to the appropriate inmate facility address below:

Envelopes with Money Orders/Cashier checks should be addressed:

Name & DOC Number
Jackson Correctional Institution
P.O. Box 116
Black River Falls, WI 54615-0116

Sending Mail

Inmate mail, correspondence, cards, and letters **will not** be accepted at the PO Box numbers listed above. Mail should be sent to current inmate facility address **including the inmate's full name and DOC number**:

Letters should be addressed:

Name & DOC Number
Jackson Correctional Institution
PO Box 233
Black River Falls, WI 54615-0233

Sending Property

To send a JCI inmate property, please follow the Department of Corrections policies on approved property and limits, and purchase items from available vendor catalogs. All property items must be shipped directly from retail with a receipt. No property items can come in during visits.

Vendor catalog contact information:

Union Supply Direct
Dept. 500 P.O. Box 309
Groveport, OH 43125-0309
Toll free: 1-855-247-6093
Fax: 1-866-401-5085
www.wiinmatepackage.com

Jack L. Marcus
5300 W. Fond du Lac Ave.
Milwaukee, WI 53216-1348
Toll free: 1-800-236-2611
Fax: 1-800-643-9992
Web: www.JLMarcusWisconsin.com

UPS Deliveries should be addressed:

Name & DOC Number
Jackson Correctional Institution
N6500 Haipek Road
Black River Falls, WI 54615